ivy league
PRESCHOOL ACADEMY
Infants - Grade 4 • VPK • After School • Camp

# STUDENT RELEASE TO UNAUTHORIZED PERSON

**CHILD'S INFORMATION**

| | |
|---|---|
| Child's Name: | |
| Parent / Guardian Name: | |
| Will be picked up on (date): | |
| At (time): | |

The Parent/Legal Guardian will inform the individual listed on this pickup form that if they fail to provide the proper identification, the school will not release the student to the individual.

**AUTHORIZED FOR PICK UP**

| | | | | | |
|---|---|---|---|---|---|
| Name: | | | | | |
| Relationship: | | | | | |
| Home Phone: | | Work Phone: | | Cell Phone: | |
| Address: | | | | | |

- ☐ 1. Parent/Guardian called Administrator to inform who will be picking up the child.
- ☐ 2. Administrator verified by call back to on-file telephone number.
- ☐ 3. Photo ID copy of person who picked up is attached.
- ☐ 4. Pick up person is at least 18 years of age.
- ☐ 5. Pick up person has signed form.
- ☐ 6. Parent/Guardian later signed form.

| | |
|---|---|
| Parent/Guardian's Signature | Date |
| Telephoned in/Administrator's Signature | Date |
| Person Picking up Child Signature | Date |